

# FY22 c2\_PGE\_Project Grants in Education

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## *Rhode Island State Council on the Arts - Organizations*

### *Guidelines and Form Templates*

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- Project Grants in Education Guidelines (PDF) - *Please be sure to review the entire document before submitting your application.*
- Project Budget Template (Excel)
- Evaluation Rubric (PDF) - This is the rubric panelists will use when evaluating your application.
- Fiscal Sponsor Sample Letter (Word doc)

### **COVID 19 Considerations -**

For FY22, we are not proposing changes to the existing guidelines. While we recognize how we support Education in Rhode Island may look different in the near future, this year will be a jumping off point for gathering information for ways we can be more responsive with funding in the future.

To be eligible for RISCA funding during this time, a project must conform to established safety standards and regulations at the time of project implementation. We understand these regulations are shifting, and your project may have to shift or pivot to comply. If you are awarded a grant, and your project shifts due to federal, state, county, or city COVID-19 regulations, you will need to update the grant program director via email. More info and details will be in the grant agreement form. For current state level regulations impacting school, you should visit: <https://covid.ri.gov/> and <https://www.ride.ri.gov/InsideRIDE/AdditionalInformation/Covid19.aspx>.

### *Applicant Eligibility - Organizations*

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#### **Statement of Project Eligibility**

**In order to qualify for PGE support, you must respond to all the questions in this section and meet the criteria listed below.**

**Does your project and the corresponding PGE application meet the criteria listed here?**

- Be at least 10 sequential days of service in an education setting.
- Identify Rhode Island teaching artists or arts organizations as partners. (No out-of-state artists or organizations will be funded and applications that do not name artists or organizational

partners will not be considered.)

- Include a project timeline or preliminary schedule.

### Choices

Yes

No

### Are you one of the following types of entities?

- A public school, or a college or university with tax-exempt status
- A tax-exempt school (Catholic or independent)
- A State-run school
- An arts, cultural, or community-based organization that demonstrates a commitment to using arts education effectively and as an integral part of its programming
- A unit of local or municipal government, such as a school district

*You must answer "yes" to be eligible for a Project Grant in Education.*

### Choices

Yes

No

### Applicant Legal Name\*

This is the name that should appear on legal documents such as tax forms, licenses, grant checks and other official documents. If you are using an umbrella organization (fiscal agent), please enter the legal name of that Rhode Island-based organization followed by "Fiscal Sponsor".

*Character Limit: 150*

### DUNS number\*

Enter your nine-digit DUNS number here. If using a fiscal sponsor, provide this information for the sponsor organization.

If you do not have a DUNS number, visit Dun & Bradstreet for information and a link to register online for a DUNS number. DUNS Number assignment is free for all businesses.

*Character Limit: 9*

### Is your organization incorporated in the State of Rhode Island?

*All organizations that apply to RISCA for funds must be incorporated in and conduct business in the State of Rhode Island, with 501(c)(3) tax exempt status from the Internal Revenue Service or a 501(c)3 designated fiscal sponsor, registered with the Rhode Island Secretary of State, registered with the Rhode Island Secretary of State, governed by a revolving board of directors, trustees or advisory board drawn from the community at large and shown to be actively involved in the governance of the organization (for confirmation that your nonprofit organization is incorporated in the State of Rhode Island, visit the Secretary of State's online database)*

### Choices

Yes

No

### Are you a tax-exempt organization?

*Your organization must be tax-exempt or have a tax-exempt fiscal sponsor to be eligible for a Project Grant in Education.*

*If a grant is awarded to a fiscal sponsor, it is understood that the sponsor organization is financially, administratively, and programmatically responsible for all conditions of the grant. The sponsor is also responsible for signing the contract, achieving compliance, and ensuring the submission of final report forms.*

### Choices

Yes

No, but we have a tax-exempt fiscal sponsor for our project

No

### Can your proposed project be described by any of the following?

- Bricks and mortar activities, capital improvements, or the purchase of permanent equipment
- Eliminating/reducing existing debt, or contributions to an endowment fund
- Fundraising efforts, such as social events or benefits
- Prizes and awards
- Hospitality expenses, such as food and beverages for openings or receptions
- Expenses incurred or activities occurring prior to July 1 or after June 30 in the fiscal year in which the grant has been awarded
- Regranting or awarding funds to another person or entity
- Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received
- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or which are inaccessible to people with disabilities

*The answer to this question must be "no" in order to be eligible for a Project Grant in Education.*

### Choices

Yes

No

## Overview

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### Mission Statement\*

In 2-3 sentences, please provide your mission statement and principal vision of your organization.

*Character Limit: 500*

### Project Name\*

Please provide a brief two to five word title for your proposed project.

*Character Limit: 100*

### Project Summary\*

Please describe your project in 2-3 sentences. NOTE: This summary will be the description of your project on all public records. Please use a third person description, such as: ABC Artist plans to hold an outdoor summer concert at XYZ Park.

*Character Limit: 350*

### Amount Requested\*

Numerals only. Please no decimals, commas, or dollar signs. Amount requested cannot exceed \$10,000.

*Character Limit: 20*

## Project Coordinator

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### Name and Title\*

*Character Limit: 100*

### Project Coordinator Phone\*

*Character Limit: 15*

### Project Coordinator Email\*

*Character Limit: 50*

## Project Site

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**Will the project take place at an address other than the primary address listed by the applicant?\***

### Choices

Yes

No

**If yes, please list the site(s) of the project**

List the site location(s) of the proposed project activities.

*Character Limit: 500*

**Are your sites fully accessible?\***

If your facilities do not comply fully with the Americans with Disabilities Act (ADA), your project may not be eligible for RISCA funding. Are your facilities fully accessible?

**Choices**

Yes

No

**If your answer is no, how will you provide reasonable accommodation for all learners?**

*Character Limit: 1000*

## *Artistic Merit - Participating Artists and Organizations*

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**Participating Artists and Organizations\***

List the names of any artists and/or cultural organizations involved in this project.

*Character Limit: 1500*

**Are these artists or cultural organizations on the RI Teaching Artist Roster?\***

To check the RI Teaching Artist Roster, [click here](#).

**Choices**

Yes

No

**Non-Roster Artists**

If the artists or cultural organizations above are not on the RI Teaching Artist Roster, please list their names and upload work samples in the support materials section of the application.

*Character Limit: 1000*

## *Clarity and Achievability - Project Description*

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Please note that if you need more space than is provided to answer questions in this section you may create a pdf document with complete answers and attach it in the Supporting Documents section below.

## Detailed project description\*

Clearly state:

- what will be done.
- when and where things will take place.
- how the project coordinator will go about organizing, managing and evaluating the project.

*Use this detailed description to communicate why this project should be supported by public funds. During the application review, the panel will look for evidence that what is proposed is achievable by the applicant, on their own or in partnership with others. In the absence of experience, information provided helps make a convincing case that this project will succeed.*

*Character Limit: 3500*

## Project Start Date\*

What date would RISCA funded activities begin?

- *For applications submitted to the April deadline, activities may start no sooner than July 1 of this year.*
- *For applications submitted to the October deadline, activities may start no sooner than January 1 of next year.*

*Character Limit: 10*

## Project End Date\*

*For applications submitted to the April and October deadline, activities may end no later than June 30 of next year.*

*Character Limit: 10*

## Timeline\*

Provide a detailed timeline of the project from planning through completion. Remember that all RISCA funds must be used within the official grant period (July-June for April applications; January-June for October applications)

*Character Limit: 3000*

## Desired Outcomes\*

Describe your desired outcomes for the project. How will you document, assess and evaluate these goals for learners? How will you measure the success of the project?

*Character Limit: 2500*

## Past Experience\*

Provide a brief description of any past experience you have had which may contribute to the success of the project. If you are a repeat applicant, how will this phase of the project differ from/build upon earlier programs and use prior evaluation results?

*Character Limit: 1000*

## Curriculum Connection - Project Description

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### Student Learning\*

Use this section to illustrate a curriculum based collaboration between the artist(s) and others within the school community (teachers, administrators, students, parents). There should be clear indications of integration of curriculum standards/frameworks, including NCAS (National Core Arts Standards) and ample evidence that this project is a genuine collaboration between the classroom teachers and teaching artists.

#### How will this project broaden and deepen student learning?

- Describe connections to curriculum and/or National Core Arts Standards Arts Standards.
- How does this project engage ALL learners?

*Character Limit: 3500*

## Project Budget

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All applications must include their Project Budget using the official “**RISCA Project Grants in Education (PGE) Budget template**”. Download the PGE Excel Budget Template using the link located at the top of this application under *Guidelines and Template Forms*.

### If you are using a fiscal sponsor, please submit your fiscal sponsor letter below..

If you are using a fiscal sponsor to apply for this, please upload a letter on official letterhead from the sponsor organization, stating their agreement to act as a sponsor on this grant.

*For reference: Download a "fiscal sponsor template letter" with sample text, located at the top of this application under **Guidelines and Template Forms**.*

*File Size Limit: 1 MB*

### Expenses that RISCA does not fund\*

Council support may NOT be used for:

- Capital expenses such as building improvements or the purchase of permanent equipment
- Eliminating or reducing existing debt

- Fundraising efforts, such as social events or benefits
- Hospitality expenses, such as food and beverages
- Expenses incurred prior to or after the grant cycle in which a grant has been awarded
- Applications where the purpose is to “regrant” or award funds using some or all of the RISCA grant funds
- Prizes and awards
- Activities that are part of a graduate or undergraduate degree program, or for which academic credit is received
- Projects that proselytize or promote religious activities, or which take place as part of a religious service

### Choices

I understand that I cannot use RISCA funds for the items and activities listed above

Be specific about hourly or daily rates. The numbers in your attached project budget must match the numbers you entered below. **Your income must equal your expenses.**

*Character Limit: 150*

### TOTAL project income:\*

Total amount of projected cash income (grants, donations, earned revenue, etc) for the proposed project. Do not include in-kind. This amount must match the amount of income noted in your project budget.

Numerals only. Please no decimals, commas, or dollar signs.

*Character Limit: 20*

### TOTAL project expenses:\*

Total amount of projected cash expenses (grants, donations, earned revenue, etc) for the proposed project. Do not include in-kind. This amount must match the amount of expenses noted in your project budget form.

Numerals only. Please no decimals, commas, or dollar signs.

*Character Limit: 20*

### TOTAL Value of In-Kind\*

Please enter the cash value of all in-kind contributions to your project. These may include pro-rated salaries for participating staff, donated materials, volunteer hours, etc. Up to 25% of the required total project match can be in-kind.

*Character Limit: 20*

### Project Budget Upload\*

Once the Project Budget form is completed, save in either Excel or PDF format and then click below to upload and attach the Project Budget to your application. *NOTE: If saving budget form*



*as a PDF, be sure to create the PDF directly from the file. A scanned copy will exceed the 1MB file size limit. (For more information, click here.).*

*File Size Limit: 2 MB*

## *Supporting Documents*

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**Work samples and support materials are an extremely important part of the Education Grant Panel review process.** Samples of work completed within the past 3 years by the artists and/or cultural organizations featured in the proposed project.

You are not required to upload material in all 7 boxes, though a variety of materials is encouraged in order to illustrate the strengths of your project to the review panel.

In the text box provided for each item, please list the title, year of completion, duration, medium, dimensions, etc. where applicable. Please limit audio and video clips to no more than 2 minutes.

***PLEASE NOTE:*** *The online system can accommodate images, text documents, video, and audio in most formats, however there is a 25 MB limit for ALL support materials combined. We recommend that video be uploaded to a site such as Vimeo or Youtube, and links provided in an uploaded Word or PDF document. Links to artist websites can also be submitted in the text box in the online application.*

### **Supporting Documents List\***

Please attach a numbered list of all support materials that you are submitting with your application. Please include all letters of support, images, discs or media files, resumes of participating artists, website links, etc.

*File Size Limit: 2 MB*

### **Supporting Document 1**

*Character Limit: 1000 | File Size Limit: 2 MB*

### **Supporting Document 2**

*Character Limit: 1000 | File Size Limit: 2 MB*

### **Supporting Document 3**

*Character Limit: 1000 | File Size Limit: 2 MB*

### **Supporting Document 4**

*Character Limit: 1000 | File Size Limit: 2 MB*

## Supporting Document 5

*Character Limit: 1000 | File Size Limit: 2 MB*

## Supporting Document 6

*Character Limit: 1000 | File Size Limit: 2 MB*

## Supporting Document 7

*Character Limit: 100 | File Size Limit: 5 MB*

## Links to websites

Please list each website on a separate line. If a passcode is required to access a site, please provide that information below the link.

*Character Limit: 250*

## *Who are Your Elected Officials?*

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### Address\*

Please provide the address you are using to determine who are your Elected Officials. If there is no physical business address for your organization (for example, if mail is sent to a board member's home address), then use the address for the venue where a majority of your programming is presented, and share this address in the field below. *If you have any questions or issues answering this question, please reach out to your program director for this grant program.*

**Please include: Street, City, State, Zip**

*Character Limit: 250*

### Address Type\*

Please indicate if the address you used to identify your representatives is:

#### Choices

Physical location of your organization

Venue where a majority of your programming is presented

Board member's address

Other

### Other Address

If you checked "other" for address, please briefly describe what this address is in the space below. (e.g. Fiscal Sponsor)

*Character Limit: 150*

*Effective date 03/01/21: We are using first and last names and not district numbers to track your elected officials.*

To look up who your elected officials are, please visit the Rhode Island Secretary of State website: <http://www.sos.ri.gov/vic>

1. From the dashboard on the RI Secretary of State website, click “**Find Your Elected Officials**”.
2. **Next, enter the address** in the fields provided (on the voter website) in which your business address (or that of your fiscal sponsor, if you are using one) is located. This must be a street address and NOT a post office box. Click “CONTINUE”.

Please enter the first and last name of your Representative in Congress:

**First Name (Representative in Congress)\***

*Character Limit: 150*

**Last Name (Representative in Congress)\***

*Character Limit: 150*

Please enter the first and last name of your Representative in General Assembly:

**First Name (State Rep in General Assembly):\***

*Character Limit: 150*

**Last Name (State Rep in General Assembly):\***

*Character Limit: 150*

Please enter the first and last name of your State Senator in General Assembly:

**First Name (State Senator in General Assembly):\***

*Character Limit: 150*

**Last Name (State Senator in General Assembly):\***

*Character Limit: 150*

## *Data for Federal and State Reporting*

*Answer the following questions to the best of your ability. This information will not effect how your application is evaluated, but is necessary for reporting on our applicants to the federal and state government.*

### **Applicant status\***

Please designate the legal status of your organization.

#### **Choices**

01 Individual

- 02 Organization - Non-Profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

## Applicant Institution\*

Choose from the codes below to describe your specific type of organization.

For definitions of these fields, see this [guide to the National Standard data fields](#).

### Choices

- 01 Individual - Artist
- 02 Individual - Non-artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group for Youth
- 07 Performance Facility
- 08 Museum - Art
- 09 Museum - Other
- 10 Gallery/Exhibition Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 School - Parent-Teacher Association
- 21 School - Elementary
- 22 School - Middle
- 23 School - Secondary
- 24 School - Vocational/Technical
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society/Commission
- 29 Humanities Council/Agency).
- 30 Foundation.
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution

- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - Television
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

### Applicant Discipline\*

Select the primary numeric code from the list provided that best describes the main art form of your organization.

For definitions of these fields, see this guide to the National Standard data fields.

#### Choices

- 01 DANCE
- 02 MUSIC
- 03 OPERA/MUSICAL THEATRE
- 04 THEATRE
- 05 VISUAL ARTS
- 06 DESIGN ARTS
- 07 CRAFTS
- 08 PHOTOGRAPHY
- 09 MEDIA ARTS
- 10 LITERATURE
- 11 INTERDISCIPLINARY
- 12 FOLK/TRADITIONAL ARTS
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

### Project Discipline\*

Choose the primary arts discipline of this project from the codes provided.

For definitions of these fields, see this guide to the National Standard data fields.

## Choices

- 01 DANCE
- 02 MUSIC
- 03 OPERA/MUSICAL THEATRE
- 04 THEATRE
- 05 VISUAL ARTS
- 06 DESIGN ARTS
- 07 CRAFTS
- 08 PHOTOGRAPHY
- 09 MEDIA ARTS
- 10 LITERATURE
- 11 INTERDISCIPLINARY
- 12 FOLK/TRADITIONAL ARTS
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

## Type of Activity\*

Select the code that best describes the activities of your project.

For definitions of these fields, see this [guide to the National Standard data fields](#).

## Choices

- 01 Acquisition
- 02 Audience Services
- 03 Award/Fellowship
- 04 Creation of a Work of Art
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction, Maintenance, Renovation
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Institution/Organization Establishment
- 11 Institution/Organization Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Purchase/Lease/Rental
- 24 Distribution of Art
- 25 Apprenticeship/Internship
- 26 Regranting

- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

### Arts Education\*

Use this field to describe the arts education designation of each award, according to the following definition:

Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

#### Choices

- 01 50% or more of project activities are arts
  - 02 Less than 50% of project activities are arts
  - 99 No arts education
- education directed to:
- A K-12
  - B Higher education
  - C Pre-kindergarten
  - D Adult learners

### Grantee Race\*

Use the list below to code your organization based on the predominant group of which your staff, board, or membership (not audience) is composed. Choose the ONE code that best represents 50 percent or more of your staff, board, or membership:

#### Choices

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White

## Assurances

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The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at <http://www.arts.ri.gov/legal>, and has reviewed this information prior to submitting

this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

The applicant will assure that it and any organization assisted by it will comply with Titles I - IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible organization as specified in the guidelines.

The applicant will certify that the filing of this application has been authorized by the governing body of this applicant, and the person submitting this application has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

**By placing a checkmark in this box I/we agree to all of the above.\***

**Choices**

I/we agree to the above Assurances